

Creating the IV-E Eligibility Record in eWiSACWIS

Before you can create an Out of Home Placement, which, upon final approval, **automatically generates the child's Title IV-E Determination line and referral to the Eligibility Unit**, you must document the child's date of birth, gender, and at least one parent/legal guardian.

Person Management page > Basic tab

From the eWiSACWIS desktop, click on the Cases tab.

Click on the appropriate case name to launch the Maintain Case page.

On the Maintain Case page, click on the child's name in the Participants group box for the child whose date of birth and gender need to be documented. This will open the Person Management page for that child.

On the Basic tab of the Person Management page, complete the child's Gender, Birth Date, SSN, Marital Status, Race, Ethnicity, and Child was previously Adopted.

The screenshot shows the eWiSACWIS web application interface. The browser title bar indicates 'Person Management 'Ken Kellogg' ID:70000288 - Internet Explorer'. The application header includes the 'eWiSACWIS' logo and navigation links for Resource, Print, Spell Check, and Help. The main content area is divided into tabs: Basic, Parent Info, Additional, Address, Education, Characteristics, Medical/Mental Health, and Supplemental MMH. The 'Basic' tab is active, displaying a form for entering personal information. The form includes fields for Name (ID: 70000288, First Name: Ken, Last Name: Kellogg, Suffix: Jr.), Person Type (None), and checkboxes for 'This is an Unborn Child' and 'Live birth did not occur'. Below this is a 'Basic' section with fields for Gender (Male), Birth Date (08/08/2008), US Citizen Status (U.S. Citizen), County Person ID, Citizenship Verification (Birth Certificate), SSN, Commitment#, Birth Place, Death Date (00/00/0000), Wisconsin Resident (Yes), Identity, HSRS ID, Religion, Marital Status, MCI ID (9100027430), Preferred Place of Worship, and checkboxes for 'Interpreter Required', 'Primary Language' (English), 'Second Language', 'Third Language', and 'Fourth Language'. The 'Race/Ethnicity/Tribal Identification' section includes fields for Race (White), Ethnicity (Caucasian), Hispanic/Latino (No), Indian Tribe, Indian Tribe 2, Clan, Clan 2, Status, Status 2, and Tribal Membership #. At the bottom, there is an 'Adoption History' section with a table and a 'Go' button. The form is saved and closed using buttons at the bottom right.

Person Management 'Ken Kellogg' ID:70000288 - Internet Explorer			
eWiSACWIS			
Resource Print Spell Check Help ?			
Basic Parent Info Additional Address Education Characteristics Medical/Mental Health Supplemental MMH			
Name			
ID: 70000288	Prefix: [v]	First Name: Ken	MI: [v] Last Name: Kellogg Suffix: Jr. [v]
Person Type: None [] This is an Unborn Child [] Live birth did not occur			
Basic			
Gender: Male [v]	US Citizen Status: U.S. Citizen [v]	County Person ID: [v]	
Birth Date: 08/08/2008	Citizenship Verification: Birth Certificate [v]	SSN: [v]	
Commitment#: -	Birth Place: [v]	Death Date: 00/00/0000	
Wisconsin Resident: Yes [v]	Identity: [v]	HSRS ID: [v]	
Religion: [v]	Marital Status: [v]	MCI ID: 9100027430	
Preferred Place of Worship: [v]			
[] Interpreter Required			
Primary Language: English [v]		Second Language: [v]	
Third Language: [v]		Fourth Language: [v]	
Race/Ethnicity/Tribal Identification			
Race: White [v]	Ethnicity: Caucasian [v]	Hispanic/Latino: No	
Race: [v]	Indian Tribe: [v]	Indian Tribe 2: [v]	
Race: [v]	Clan: [v]	Clan 2: [v]	
Race: [v]	Status: [v]	Status 2: [v]	
Race: [v]	Tribal Membership #: [v]		
Adoption History			
Options: [v] Go			
Save Close			

Person Management page > Parent Info tab

To enter an out of home placement you must document the child's parent information.

Note: If the child was removed from a legal guardian, document the Child's Guardian.

From the Person Management page, select the Parent Info tab.

Click the Search hyperlink next to Child's Mother and/or Child's Father to launch the Search page and search for the appropriate person.

From the Search page, select the radio button next to the person you want to use and click Continue, this will return you to the Parent Info tab and (depending on which hyperlink you selected) will populate the person you selected into the Child's Mother or Child's Father field.

Click Save and then click Close on the Person Management page.

Click Close on the Maintain Case page.

The screenshot shows the cWiSACWIS web application in Internet Explorer. The browser title is "Person Management 'Ken Kellogg' ID:70000288 - Internet Explorer". The application header includes the "cWiSACWIS" logo and navigation links: Resource, Print, Spell Check, and Help. The main navigation bar has tabs: Basic, Parent Info (selected), Additional, Address, Education, Characteristics, Medical/Mental Health, and Supplemental MMH. The "Parent Information" section is active, displaying details for "Child's Mother: Kathy Kellogg" and "Child's Father: Kenny Kellogg". Each parent section includes a "Search Edit Remove" link, a checkbox for "Child's legal guardian?", a "Spouse:" field, a "Type:" dropdown, a "Current Marital Status:" dropdown, and a "Mother/Father Married at Child's Birth:" dropdown. There are also checkboxes for "Mother TPR", "Father TPR", and "Relinquishment Case". A "Current Relationship of Parents to Each Other:" dropdown is located between the parent sections. Below these are search links for "Child's Guardian (1)", "Child's Guardian (2)", "Indian Custodian (1)", "Indian Custodian (2)", "Legal Custodian (1)", and "Legal Custodian (2)". The "Adoption Referral" section contains two panels: "Birth Mother" and "Birth Father", each with a "Social/Mental/Physical Conditions:" text area and an "Add/Edit" button. At the bottom, there is an "Options:" dropdown, a "Go" button, and "Save" and "Close" buttons. The status bar at the bottom right shows "100%" zoom.


Out of Home Placement page

Complete the appropriate (initial removal from home) Out of Home Placement. See the Placement Manual on eWiSACWIS Knowledge Web.

Upon final approval of the Out of Home Placement, eWiSACWIS will automatically and immediately generate an Eligibility icon and associated Title IV-E Eligibility Determination line for the child, as well as send the IV-E referral to the Eligibility Unit.

By following the steps above, the system will automatically assign this case and send an e-mail to the appropriate regional eligibility unit.

eWiSACWIS Desktop > Eligibility icon

From your eWiSACWIS desktop, click on the View case information expando  **View case information** for the case in which you have just created the (initial removal from home) Out of Home Placement.

Click on the Eligibility icon to expand it and then click on the Title IV-E Eligibility Determination line for the child you have just placed. This will open the Eligibility page for that child.



Kellogg, Kathy (70000008)

Case details: Case address: Primary Worker:


 View case information

 Access Reports  Administration  Adoption

 Assessment  Assets and Income  Assignment

 **Eligibility**  Legal  Narrative

 Placements  Planning  Related People

 Safety Services  Serious Incident Notification  Services



 **Eligibility**

Adoption Assistance After 18	Test, Again		
Adoption Funding Determination	09/22/2017	Test, Again	Pending
Medicaid Eligibility Determination	09/25/2017	Test, Again	Approved
Medicaid Eligibility Determination	09/12/2017	Kellogg, Ken, Jr.	Approved
Title IV-E Eligibility Determination	09/06/2017	Test, Again	
Title IV-E Eligibility Determination	09/04/2017	Kellogg, Ken, Jr.	
Title IV-E Eligibility Determination	09/04/2017	Test, Again	(Voided)

Click to Open Title IV-E Eligibility Determination

Eligibility page > Removal Information tab

1. In the AFDC Household Information group box, enter the appropriate data for those in the home at the time the child was removed. Those already listed pre-fill from the Participants group box on the Maintain Case page. To add additional household members, click the Search hyperlink. To remove participants, click the Delete hyperlink.
2. Click Options > Deprivation > Go. Complete the Deprivation pop-up page and click Continue.
3. Click Close on the Eligibility page.

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Eligibility
 Child Name: [Kellogg, Ken Jr. \(70000288\)](#) MCI ID: 9100027430 Eligibility ID: 70000060
 DOB: 08/08/2008 Gender: Male SSN: Title IV-E Removal Date:

Removal Information | Initial Determination | Redeterminations

Removal from Home Information
 Age at Removal: 9 Turns 19 On: 08/08/2027 Turns 21 On: 08/08/2029 Anticipated Graduation Date:
 Removal from Home was:
 Referral Date: 09/04/2017 Placement Date: 09/04/2017 ☐ Lac Courte Oreilles Band
☒ Court Ordered TPC Request/Removal Petition Date: [Search](#) Court Order Date: [Search](#)
☐ VPA Signature Date: VPA/VTILA Removal Date:
☐ VTILA Days of VPA/VTILA: VPA/VTILA To:
 Child Removed from home of: ☐ Mother ☐ Father ☒ Both ☐ Other ☐ Safe Haven Date Last Lived with Relative:
 Name: Relationship to Child:
 Name: Relationship to Child:
 Removal Type: Eligibility Month: ☐ Completed

Parent Information
 Mother Information:
 Name: [Kellogg, Kathy \(70000044\)](#) SSN: DOB: 08/08/1978
 Address: 125 S Webster, Madison, WI, 53703
 Father Information:
 Name: [Kellogg, Kenny \(70000045\)](#) SSN: DOB: 07/07/1977
 Address:

AFDC Household Information
 County: [Search](#)

Name	Relationship to Child	SSN	DOB	AFDC Group	8th/9th	No Financial	
Kellogg, Kathy	<input type="text" value="Mother"/>		08/08/1978	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Kellogg, Kelly	<input type="text" value="Sister"/>		10/10/2010	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Kellogg, Ken Jr.	<input type="text" value="Self"/>		08/08/2008	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kellogg, Kenny	<input type="text" value="Father"/>		07/07/1977	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
Test, Again	<input type="text" value="Brother"/>		09/05/2012	<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete

Options: [Go](#) [Save](#) [Close](#)

Deprivation
Request History